

**A MESSAGE TO PROVIDERS WHO SUBMITTED PROVIDER AGREEMENTS
FOR FY 2003-2004 RENEWAL**

If you submitted a provider agreement and required forms according to the instructions, your provider agreement is being processed for an effective date of July 1, 2002. You may continue to provide First Steps services. Please do not call Provider Relations or your Technical Assistance Program Consultant to check on the status of your provider agreement. You will receive an approved copy of your provider agreement when it is finalized. The contract will run through June 30, 2004.

If your agreement is not complete, you will receive written instructions from the Provider Relations Branch for completion and a deadline for submitting it. If you fail to respond to a written notice for information to complete your agreement, then you may receive notice that you are being discontinued and can no longer provide services under First Steps; service coordinators and families will be notified that another provider must be selected; and, CBIS will be notified.

If you have not returned a provider agreement for FY 2003-2004, you must do so immediately. If we do not have an agreement from you by August 20, 2002, we will begin the aforementioned actions to discontinue you. You will receive written notification at that time of the pending action and the date at which it will occur.

To assure that there is no disruption in services to children or a burden placed on families to select another provider, please respond promptly to all requests for information. Remember also, you are responsible for providing legible information, including copies of licenses, etc. For this reason, if you fax information make sure that it is from a high quality copy or original before faxing it.